Maintenance, Shipping and Travel

hp notebook series

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This guide explains how to maintain your notebook, provides steps for routine care, and includes guidelines on how to prepare the notebook for shipping or traveling.

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Maintaining Your Software and Personal Data

HP recommends that you install all software updates as they become available. However, if your system is connected to a network, you may need to confer with your Information Services department before updating system ROM.

Installing a Retail Version of an Operating System

The Windows operating system included in the *QuickRestore System Recovery* CD is enhanced by HP. The enhancements provide added functionality for power management, security, and the use of drives and PC Cards.

CAUTION: Replacing an HP enhanced operating system with a retail version will result in the loss of enhancements added by HP. In some cases, it may result in system lockups and loss of unsaved information. In other cases, complete USB support will become unavailable.

Virus Protection

If you use the notebook for e-mail or to access the World Wide Web, you risk infecting the system with a computer virus. You can protect the notebook from infection by installing antivirus software.

Several products available on the market will detect the virus, destroy it, and repair any damage it causes.

Backup Utilities

To protect the information on your notebook and retrieve lost or damaged files, you should back up your files regularly to diskettes or other backup media.

To do a partial backup of selected files or folders, use backup devices such as diskettes. To do a complete hard drive backup, use tape drives or other high-capacity backup devices.

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Maintaining Your Hardware

Your notebook is designed as a durable product. To maintain its performance and promote longevity, follow these guidelines:

- Carry and store your notebook in a portable carrying case.

CAUTION: To prevent possible damage to the display, do not place anything on top of the notebook even when it is in the carrying case.

- Keep Zip disks, diskettes, and modular disk drives away from magnetic fields, which can erase your data.
- Keep liquids and excessive moisture away from your notebook and keyboard to prevent costly repairs.

WARNING: To reduce the risk of electric shock or damage to internal components, do not allow liquids to drip onto the notebook keyboard.

- Avoid exposing your notebook to direct sunlight, extreme temperatures, or ultraviolet light for extended periods of time.
- Use your notebook only on a solid, flat surface. Make sure that vents, which cool internal components, are unobstructed.

CAUTION: To prevent overheating, do not obstruct the vents. Do not allow a hard surface, such as an adjoining optional printer, or a soft surface, such as fabric or carpet, to block the airflow.

- If the notebook will not be used for a week or more, shut it down.
- If the notebook will be disconnected from external power for more than 2 weeks:
    - ❏ Shut down the notebook.
    - ❏ Remove all battery packs and store them in a cool, dry place.

Monitoring Notebook Temperature

⚠ **WARNING:** The notebook is designed to run demanding applications at full power. As a result of increased power consumption, it is normal for the notebook to feel warm or hot when used continuously. To avoid potential discomfort or burns, do not block the air vents or use the notebook on your lap for extended periods. The notebook complies with the user-accessible surface temperature limits defined by the International Standard for Safety of Information Technology Equipment (IEC 60950).

Cleaning Your Notebook

⚠ **WARNING:** Always disconnect the notebook from the power outlet and disconnect peripherals before attempting to clean your notebook or any of its components.

⚠ **WARNING:** Do not spray liquids on your notebook, display, or keyboard. Liquids and household solvents can permanently damage your notebook's finish and interior components.

Cleaning the Keyboard

Clean the keyboard regularly to prevent keys from sticking and to remove dust, lint, and particles that can become trapped beneath the keys. Ideally, use a can of compressed air with a straw extension to blow air in and around the keys.



Cleaning the keyboard

CAUTION: Do not use liquids of any kind on the keyboard, because they may permanently damage your keyboard. Do not use a regular vacuum cleaner to clean the keyboard, because you may deposit normal household debris on the surfaces, rather than remove it.

Cleaning the Display

To remove smudges and lint, frequently clean your display with a soft, damp, lint-free cloth. If the screen requires additional cleaning, use an antistatic screen cleaner or premoistened antistatic wipes.

CAUTION: Never spray water, cleaning fluids, or chemicals on the screen. This can permanently damage your notebook.

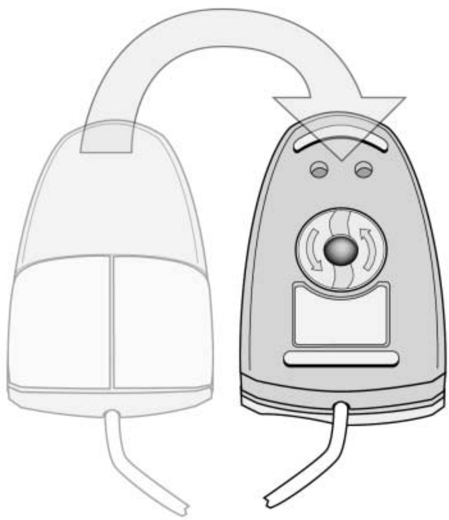
Cleaning the TouchPad

Grease and dirt on the TouchPad can cause your cursor to jump around on the display screen. To avoid this, wash hands frequently when using the notebook and clean the TouchPad with a damp cloth.

Cleaning an External Mouse

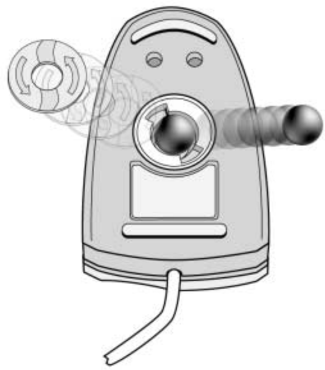
Keeping an external mouse clean can substantially improve its performance and prevent loss of mouse pointer control. To clean an external mouse, complete the following steps:

1. Turn the mouse over and rotate the circular plate about 1/4-inch counterclockwise until it pops loose. Most mice have an arrow to indicate the direction to turn the plate.



Turning the mouse over

2. Remove the ball from your mouse and clean it with an antistatic wipe or a lint-free cotton cloth.



Removing the ball from the mouse

3. Spray the inside of the mouse with compressed air or clean it with a non-cotton swab to remove loose debris and dust.



Cleaning the mouse

4. Replace the ball and the bottom plate.

Caring for Drives

Drives are fragile notebook components that must be handled with care. The following cautions apply to all drives at all times.

CAUTION: To prevent loss of work, or damage to the notebook or a drive:

- Electrostatic discharge can damage electronic components. To prevent electrostatic damage to the notebook or a drive, follow these two precautions: 1) Discharge yourself from static electricity before handling a drive by touching a grounded metal object, and 2) Avoid touching the connectors on a drive.
- Excessive force can damage drive connectors. When you insert a drive, use only enough force to seat the drive.
- Handle a drive carefully. Do not drop it.
- Avoid exposing a hard drive to devices with magnetic fields. Products with magnetic fields include video and audio tape erasure products, monitors, and speakers. Security devices with magnetic fields include airport walk-through devices and security wands. Airport security devices that check carry-on luggage via a conveyor belt typically use x-rays instead of magnetism, which will not damage a hard drive.
- Do not spray a drive with cleaning fluids.
- Avoid exposing a drive to liquids or temperature extremes.
- If you mail a drive, ship it in packaging that protects it from shock, vibration, temperature, and humidity, then label the package “fragile.”

3

Preparing the Notebook for Shipping or Traveling

To prepare the notebook for shipping or traveling:

1. Back up your work.
2. Remove all CD-ROMs, DVD-ROMs, diskettes, disks, or PC Cards.
3. Turn off, then disconnect, all external devices.
4. Shut down the notebook.
5. If the notebook will be disconnected from an external power source for more than 2 weeks, remove all battery packs and store them in a cool, dry place.
6. If you are shipping the notebook, place it in the original packing box or similar protective packaging and label the package as "fragile."

Traveling with the Notebook

- Take along a backup of your work. Keep the backup separate from the notebook.
- When traveling by air, carry your notebook as hand baggage. Do not check it in with the rest of your luggage.

- Do not expose the notebook or diskettes to a magnetic security detector.
  - ❏ The security device that examines carry-on items placed on a conveyor belt uses x-rays and is safe for the notebook and diskettes.
  - ❏ The walk-through security device and the handheld security wands are magnetic and may damage the notebook or diskettes.
- If you plan to use the notebook during a flight, check with the airline in advance. In-flight notebook use is at the discretion of the airline.
- If your notebook has a GSM device, such as the GPRS Multiport Module, you must turn off the GSM device on your notebook before boarding and keep it turned off if you plan to use your notebook during the flight.
- If you are traveling internationally:
  - ❏ Consult with a Customer Care Center about power cord and adapter requirements for each location in which you plan to use the notebook. (Voltage, frequency, and plug configurations vary.) Refer to the *Worldwide Telephone Numbers* booklet to contact a Customer Care Center for help and support.

⚠ **WARNING:** To reduce the risk of electric shock, fire, or damage to the equipment, do not attempt to power the notebook with a voltage converter kit sold for appliances.

  - ❏ Check the computer-related customs regulations for each country on your itinerary.